

# AAS: Office Technologies

Curriculum Chair: Professor Janet Ranucci

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ADVISOR NAME:

## Developmental Courses as required based on placement scores

<input type="checkbox"/>	<b>No Developmental Courses Required</b>
<input type="checkbox"/>	<b>ENG 91</b> Writing for College 1 – Score of 4 E Code 1 and below
<input type="checkbox"/>	<b>ENG 92</b> Writing for College 2 – Score of 6 E Code 2
<input type="checkbox"/>	<b>ESL 94</b> Academic Writing 1 – Score of 5 or 6 E Code 6
<input type="checkbox"/>	<b>ESL 122</b> Academic Writing 2 (3 credits) – Score of 7 E Code 7
<input type="checkbox"/>	<b>MATH 92</b> Pre-Algebra – Arithmetic score 44 and below, Elementary Algebra 54 and below
<input type="checkbox"/>	<b>MATH 93</b> Beginning Algebra – Arithmetic score 45 and above, Elementary Algebra 54 and below <b>OR</b> <b>MATH 94</b> Math Literacy – Arithmetic score 45 and above, Elementary Algebra 54 and below
<input type="checkbox"/>	<b>READ 93</b> Foundation of College Reading – Score of 57 and below
<input type="checkbox"/>	<b>READ 105</b> Analytical Reading (3 credits) – Score of 58 and higher

## Core Requirements

<input type="checkbox"/>	<b>ENG 101</b> – Writing and Research Choose an item.
<input type="checkbox"/>	<b>ENG 102</b> – Writing and Literature Choose an item.
	<b>MATHEMATICS<sup>1</sup> (MATH): One courses (3/4 credits)</b>
3 <input type="checkbox"/> / 4 <input type="checkbox"/>	
	<b>SCIENCE (BIOL), (CHEM), (PHYSC): One with/without Lab (3/4 credits)</b>
3 <input type="checkbox"/> / 4 <input type="checkbox"/>	
	<b>MATHEMATICS/ SCIENCE ELECTIVE: One MATH course (3/4 credits) or one Science course (BIOL), (CHEM), (PHYSC): with/without Lab (3/4 credits)</b>
3 <input type="checkbox"/> / 4 <input type="checkbox"/>	
	<p><b>BEHAVIORAL SCIENCE: Choose a 3 credit course from 2 areas for a total of 6 credits.</b>  <b>Courses include:</b> Sociology (<b>SOC</b>), Psychology (<b>PSYCH</b>), Anthropology (<b>ANTHR</b>), Linguistics (<b>ANTHR</b>), and Geography (<b>GEOG</b>). <i>However SS 101 and SS 103 CANNOT BE USED TO FULFILL Behavioral Science.</i> <b>OR</b>  <b>HUMANITIES:</b>  <b>Courses include:</b></p> <ul style="list-style-type: none"> <li>▪ Art (<b>ART</b>) 101, 103, 105, 108, 108A, 108B, 109, 109A, 125, 128, 129, 133, 139, 185, or 265. Additional fees and/or supplies may be required of <b>ART</b> classes; see catalog for details.</li> <li>▪ Communications (<b>COMM</b>) 101, 103, 109, or 115</li> <li>▪ Dance (<b>DANCE</b>) 101, 102, 105, 107, 121, 205, or 207 <b>OR</b> A combination of three 1 credit dance classes to be chosen from <b>DANCE</b> 112, 115, 120, or 122</li> <li>▪ English (<b>ENG</b>) any <b>ENG</b> course <b>EXCEPT</b> <b>ENG</b> 101, 101H, 102, 102H, 124, or 222 <b>CANNOT BE USED TO FULFILL</b> Humanities elective.</li> <li>▪ Film (<b>FILM</b>) 100, 101, 102, 103, 109, 113, 114H, 115H, 125, 125H, 220, 220H</li> <li>▪ Foreign Language to be chosen from: <b>ARABC, CHINS, FREN, GER, ITAL, JAPNS, RUSSN, SPAN.</b> <b>ITAL 104</b> or <b>ITAL 105</b> <b>CANNOT BE USED TO FULFILL</b> a Foreign Language elective, but <b>CAN BE USED TO FULFILL</b> a Humanities elective.</li> </ul>

<sup>1</sup> Prerequisite is any college level math or ACT score of 21 or SAT score of 550. MATH 130 and MATH 135 CAN NOT BE USED TO FULFILL BOTH MATH REQUIREMENTS.

	<ul style="list-style-type: none"> <li>▪ Music (<b>MUSIC</b>) 100, 101, 102, 103, 111, 150, or 211</li> <li>▪ Philosophy (<b>PHIL</b>) 101A, 102A, 111, 150, 160, or 201H</li> <li>▪ Theater (<b>THEAT</b>) 101, 103, 111, 113, or 201</li> </ul> <p><b>THEAT 117A</b> is a 2 credit course which must be combined with another 1 credit approved Humanities elective. <b>OR</b></p> <p><b>SOCIAL SCIENCE:</b>  <b>Courses include:</b> History (<b>HIS</b>), Political Science (<b>POLSC</b>), Economics (<b>ECON</b>), and Geography (<b>GEOG</b>). <i>However SS 102 and SS 105 CANNOT BE USED TO FULFILL Social Science.</i></p>
3 <input type="checkbox"/> / 4 <input type="checkbox"/>	3 <input type="checkbox"/> / 4 <input type="checkbox"/>
	<p><b>LIBERAL ARTS: One course (3 credits)</b>  <b>Liberal Arts Elective courses include:</b> Behavioral Science, English/Communications, Humanities, Inter-studies course <b>INTER</b> (see curriculum chair), Mathematics <b>MATH</b> credit-bearing course, Science <b>BIOL</b>, <b>CHEM</b>, <b>PHYSC</b>, and Social Science.</p>
3 <input type="checkbox"/> / 4 <input type="checkbox"/>	
	<p><b>PEC/PEH/PES:</b> A combination of two courses (2 credits) either <b>PEH</b> and <b>PES</b>, or <b>PEC</b> and <b>PES</b>, or <b>PEC</b> or <b>PEH</b>, <b>PEC</b> and <b>PEC</b>. <b>PEC 110</b> (2 credits) <i>IS THE ONLY COMBINATION COURSE THAT FULFILLS BOTH P.E. REQS.</i></p>
1 <input type="checkbox"/>	1 <input type="checkbox"/>

Degree Requirements	
<input type="checkbox"/>	<b>OFTEC 110</b> – Information Processing with Keyboarding Choose an item.
<input type="checkbox"/>	<b>OFTEC 150</b> – Office Administration: <b>Offered Fall Semester.</b> Choose an item.
<input type="checkbox"/>	<b>OFTEC 120</b> – Document Processing: Editing and Formatting Choose an item.
<input type="checkbox"/>	<b>CIS 110</b> – Computer Information Systems: <b>It is strongly recommended that students with minimal computer experience take OFTEC 110 before this course.</b> Choose an item.
<input type="checkbox"/>	<b>OFTEC 220</b> – Document Design and Desktop Publishing: <b>Prerequisites: Basic word processing skills.</b> Choose an item.
<input type="checkbox"/>	<b>OFTEC 240<sup>2</sup></b> – Business Communications Choose an item.
<input type="checkbox"/>	<b>OFTEC 210</b> - Spreadsheet and Database Applications: <b>Offered Spring Semester OR</b> Choose an item.
	<b>CIS 215</b> – Management Information Systems: <b>CIS 110 is the prerequisite.</b> Choose an item.
<input type="checkbox"/>	<b>OFTEC 230</b> – Integrated Office Applications: <b>Offered Spring Semester.</b> Choose an item.
<input type="checkbox"/>	<b>MGT 101</b> – Business Organization and Management Choose an item.
<input type="checkbox"/>	<b>ACC 119</b> – Financial Accounting: <b>MATH 93 may be the pre or co-requisite OR</b> Choose an item.
	<b>ACC 130</b> – Computerized Accounting 1: <b>MATH 92 is the prerequisite.</b> Choose an item.
<input type="checkbox"/>	<b>BUSINESS ELECTIVE<sup>3</sup>: One Course (3 credits)</b>
<input type="checkbox"/>	<b>ELECTIVE to reach at least 64 credits. (0 to 4 credits)</b>

**Completed credits      of 64 required**

English competency is needed to perform well in Office Technologies curricula.

Many OFTEC courses are offered only at one time during the semester. Therefore, schedule CORE classes around the OFTEC classes.

<sup>2</sup> Students who require English remediation or ESL in Semester 1 should take Composition & Literature I in Semester 2 and Business Communications in year two.

<sup>3</sup> Business elective may be chosen from ACC, CIS, LAW, MGT, MKT, and OFTEC.

## Recommended Academic Plan

Recommended Academic Plan						
Fall One		Spring One		Summer		
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>
OFTEC 110 – Information Processing with Keyboarding	3	OFTEC 220 – Document Design and Desktop Publishing	3			
OFTEC 120 – Document Processing: Editing and Formatting	3	OFTEC 240 – Business Communications	3			
OFTEC 150 – Office Administration	3	MGT 101 – Business Organization and Management	3			
ENG 101 – Writing and Research	3	ENG 102 – Writing and Literature	3			
MATHEMATICS (MATH)	3□ / 4□	BEHAVIORIAL, SOCIAL SCIENCE OR HUMANITIES	3□ / 4□			
PEC/PEH/PES	1	PEC/PEH/PES	1			
Fall Two		Spring Two		Summer		
<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Credits</u>	<u>Class</u>	<u>Session</u>	<u>Credits</u>
SCIENCE	3□ / 4□	BUSINESS ELECTIVE	3□ / 4□			
CIS 110 – Computer Information Systems	3	OFTEC 230 – Integrated Office Applications	3			
ACC 119 – Financial Accounting	4	OFTEC 210 - Spreadsheet and Database Applications OR CIS 215 – Management Information Systems	3			
BEHAVIORIAL, SOCIAL SCIENCE OR HUMANITIES	3□ / 4□	MATHEMATICS OR SCIENCE	3□ / 4□			
LIBERAL ARTS	3□ / 4□	ELECTIVE to reach at least 64 credits.	0-4			